

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 12 / 26 / 17

Date of meeting 01 / 03 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sean Scoggin, Grants and Projects Administrator

Address: 1123 Lake St. Sandpoint ID

Phone number and email address: 208-255-7548

Authorized by: Jennifer Stapleton

name of City official


City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Resolution in support of LHSIP grant application

Summary of what is being requested: City Administration would like to seek funding under LHTAC's

Local Highway Safety Improvement Program (LHSIP) to support a local road safety audit. Total

estimated cost of this project is \$50,000.00, which will require \$3,670 in matching funds.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐
Yes or No

If yes, in what way? This federally funded program requires a local match, not to exceed 7.34%.

Funded project will take place in fiscal year 2020. City match will be \$3,670

2. Name(s) of any individual(s) or group(s) that will be
directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ ☒

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ ☒

☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: December 26, 2017

TO: MAYOR AND CITY COUNCIL

FROM: Sean Scoggin

SUBJECT: Local Highway Safety Improvement Program

DESCRIPTION/BACKGROUND:

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. LHJs receive approximately \$3.7M of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Eligibility for the LHSIP is based on Local Highway Jurisdictions (LHJs) with a Fatal and Serious Injury (Type A) crash from 2012-2016. LHJs with at least one Serious Injury (Type A) or Fatal crash over the last five years are eligible to apply. Qualifying LHJs are identified by LHTAC and notified each fall to begin the application process.

LHSIP funds can be used for a variety of safety related projects that can reduce the amount of crashes in the area identified. Your project can be systemic or single site, and shall be aimed at improving safety at location/s which experienced a Fatal or Serious Injury (Type A) over the past five years. Eligibility is based on qualifying crashes your LHJ has had over the past five-year period. LHJs that have experienced at least one Fatal and/or Serious Injury (Type A) crash in that period are eligible to apply.

Within the last 3 years, the City of Sandpoint has experienced three Type A Serious Injury accidents, two Type B Injury Accidents, and two Type C Injury Accidents along Division Ave between Cedar St. and Michigan St. Most notably, two of these accidents involved pedestrians and two involved cyclists. Due to these accidents taking place within close proximity to one another on the same stretch of road, the City would like to conduct a Road Safety Audit (RSA) supported by LHSIP funds. Studies suggest that road systems that have undergone a safety audit are nearly five times more effective in reducing fatal and injury crashes than those with no audit. City Administration and the Public Works Department feel an audit along this corridor of Division Ave is most important due to the close proximity of both Sandpoint Middle School and Sandpoint High School.

A RSA is a formal safety performance examination of an existing or future road or intersection, which is conducted by an independent, multidisciplinary team. The audit team will conduct multiple site visits during peak traffic and school hours. This RSA project will qualitatively estimate and report on the safety issues associated with vehicle and pedestrian transportation along Division Ave. The outcome will identify opportunities for improvements in safety for all users. Additionally, this report will provide the basis and justifications for leveraging funding to support future improvement projects along this route.

LHSIP is a federally funded program that requires a local match, not to exceed 7.34%. The total estimated cost of this project is \$50,000 of which the required City match will be \$3,670.00.

Funded projects under this program are for fiscal year 2020.

STAFF RECOMMENDATION:

Approve

ACTION:

Approve

WILL THERE BE ANY FINANCIAL IMPACT?

Yes

HAS THIS ITEM BEEN BUDGETED?

No

ATTACHMENTS:

Application

Resolution

Crash Data

No: 18-
Date: January 3, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: RESOLUTION IN SUPPORT OF THE LOCAL HIGHWAY SAFETY
IMPROVEMENT PROGRAM GRANT APPLICATION**

WHEREAS: The Local Highway Technical Assistance Council (LHTAC) is offering a Local Highway Safety Improvement Program (LHSIP) grant opportunity with a match not to exceed 7.34% required;

WHEREAS: Local Highway Jurisdictions with at least one Serious Injury (Type A) or Fatal crash over the last five years are eligible to apply;

WHEREAS: The City is a qualified applicant as it has experienced at least one Serious Injury or Fatal crash over the last five years;

WHEREAS: City Administration would like to conduct a road safety audit with an estimated cost of \$50,000.00, which will encompass Division Ave between Cedar St. and Michigan St;

THEREFORE, BE IT RESOLVED THAT: City Council supports this project and hereby directs City staff to apply for this grant, with the understanding that there is a local match requirement in the amount of \$3,670.00.

BE IT FURTHER RESOLVED THAT: Either the Mayor or the City Administrator is hereby authorized to sign any and all documents necessary to apply for this funding.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

	YES	NO	ABSTAIN	ABSENT
1. Eddy				
2. Aitken				
3. Williamson				
4. Ruehle				
5. Aispuro				
6. Darling				

Local Highway Safety Improvement Program: LHSIP FY20 Application

Idaho Local Highway Jurisdictions

Submittal Deadline: January 18, 2018 4:30 p.m. MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565/ 1-800-259-6841

Fax 208-344-0789

www.lhtac.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 Program Background

1.2 Use of Funds

1.3 Eligibility

2. APPLICATION CHECKLIST

2.1 Analyzing the Data

2.2 Completing the Application

2.3 Limit and Exclusions

3. APPLICATION

3.1 FY20 Local Highway Safety Improvement Program Application

3.2 ITD 2435 Federal-aid Project Request

3.3 ITD 1150 Cost Summary Sheet

3.4 ITD 1983 Local Public Agency's Certificate of Completion of Right-of-Way Activities (if applicable)

4. ADJUSTMENTS AND DISTRIBUTION

4.1 Project Adjustments

4.2 Distribution

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND:

Local Highway Safety Improvement Program (LHSIP)

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. LHJs receive approximately \$3.7M of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Eligibility for the LHSIP is based on Local Highway Jurisdictions (LHJs) with a Fatal and Serious Injury (Type A) crash from 2012-2016. LHJs with at least one Serious Injury (Type A) or Fatal crash over the last five years are eligible to apply. Qualifying LHJs are identified by LHTAC and notified each fall to begin the application process. This federally funded program requires a local match, not to exceed 7.34%.

1.2 USE OF FUNDS:

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however the applicant is ultimately responsible for costs exceeding the estimate. Changes to the project scope that alter the LHSIP project originally applied for may not be eligible to receive additional funding and applicant may be responsible for the cost.

LHSIP funds can be used for a variety of safety related projects that can reduce the amount of crashes in the area identified. Your project can be systemic or single site, and shall be aimed at improving safety at location/s which experienced a Fatal or Serious Injury (Type A) over the past five years.

Some examples of potential projects include:

New durable pavement markings	Split new signals, signal timing	Pedestrian crossing
New or increased signing	Access control	Shoulder widening
Flashing beacon	Guardrail	Retroreflective backplates
Lighting improvements	Road safety audit	Road diets

1.3 ELIGIBILITY:

Eligibility is based on qualifying crashes your LHJ has had over the past five-year period. LHJs that have experienced at least one Fatal and/or Serious Injury (Type A) crash in that period are eligible to apply. A list of eligible jurisdictions is posted on our website. Jurisdictions will be notified of their eligibility.

2. APPLICATION CHECKLIST

2.1 ANALYZING THE DATA

1. The crash data is available online at <http://gis.lhtac.org/safety> or by visiting <http://lhtac.org/programs/lhsip/>, scrolling to the bottom of the page and selecting “crash data”.
2. Once you have accessed the site, select your ITD District, and then your jurisdiction in the upper left corner.
3. The map will zoom to your Local Highway Jurisdiction and the crashes can be viewed. You may select an individual crash or using the mouse, select a group of crashes. Crash information will display below the map.
4. You may sort your crash information by selecting any of the headings.
5. You may apply additional filters to crash data by selecting “Crash Filters” from the top left corner. (If assistance is needed, please contact LHTAC.)
6. Determine the type of crash you would like to address with your improvement.
7. Count amount of each type of crash severity, in desired area/location of safety improvements (Fatal, Type A, Type B, Type C, PDO).
8. Using your experience, area knowledge, and the FHWA Crash Reduction Factor Toolkits or CMF Clearinghouse, select a Crash Reduction Counter Measure and Crash Reduction Factor (CRF) for the area/location you have chosen to address. You may propose implementing more than one Counter Measure in an area. The CRFs will be added together but are capped at a total CRF of 60% (will automatically add and cap at 60% on application).
 - We highly encourage you to look at systemic (grouped location or corridor) improvements rather than single site locations. Example: Using crash data at one intersection and applying improvements to multiple intersections with the same characteristics.
 - If you cannot determine what counter measure is appropriate, please contact LHTAC for assistance.
 - A small amount of funds may be used for Road Safety Audits (RSA). Contact LHTAC to discuss your potential RSA application prior to submittal.

2.2 COMPLETING THE APPLICATION

1. Complete the application worksheet (excel form) with data collected. The top portion is the Local Highway Jurisdiction (LHJ) contact information.

Access application online <http://lhtac.org/programs/lhsip>, or email lkral@lhtac.org for a copy to be emailed to you.

- Line 1 – Type of project (Single Site, Systemic, or Road Safety Audit)
- Line 2 – Number of Fatal Crashes
- Line 3 – Number of Type A Crashes
- Line 4 – Number of Type B Crashes
- Line 5 – Number of Type C Crashes
- Line 6 – Number of Property Damage Only (PDO) Crashes
- Line 7 – Counter Measure 1, Crash Reduction Factor 1, Service Life 1, Project Cost 1
- Line 8 – Counter Measure 2, Crash Reduction Factor 2, Service Life 1, Project Cost 2
- Line 9 – Counter Measure 3, Crash Reduction Factor 3, Service Life 1, Project Cost 3
- *Please note that project cost should include Environmental, LHTAC, CE&I and ITD portion of costs. Cost adjustments can be made by LHTAC staff after the application has been received.
- RESULT (Red Box) – Automatically calculates Cost/Benefit Ratio.
- Additional Question – Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program?
 - Who is the point of contact for your plan?

2. Complete a one page project description explaining need, location, type of counter measure, calculated match amount and other pertinent information to your project. If installation of signs is part of your safety project application, include in the project description the post type and/or mounting requirements used in your jurisdiction. Be sure to indicate if there are additional stakeholders (BLM, Forrester Service, Tribal, etc.) and if they have already been contacted.

3. Complete [ITD 2435 Form](#), [ITD 1150 Form](#), and [ITD 1983 Form](#) (if applicable) for your proposed project.

4. Include a one page vicinity map showing project location(s).

5. Funded projects are for the Fiscal Year 2020. The projects are federally funded and may require a 7.34% local match. Please include the estimated match amount in your one page project description.

6. Minimal right-of-way acquisition is now an eligible item for LHSIP funding. To be eligible, right-of way acquired must be directly related to the Crash Reduction Factor (CRF) indicated on the application. If the project does not require right-of way please submit the ITD 1983 form with the application. If right-of way acquisition is anticipated then omit the ITD 1983 form. If the project does not require right-of way please submit the ITD 1983 form with the application.

7. LHSIP funds can be used for design and/or construction. To assist in managing the LHSIP program, LHTAC may place the project development and construction of awarded projects in different Fiscal Years. Applicant will be made aware of any proposed changes prior to them being executed. All projects must meet Federal and State standards, signal warrants and ADA requirements.

2.3 LIMITS AND EXCLUSIONS

1. Applications for projects must include a Fatal or Serious Injury (Type A) crash. Projects without a Fatal or Serious Injury (Type A) crash will be removed from consideration.
2. Typically, you cannot apply to improve an intersection or location if that location has previously been awarded LHSIP funds. Some exceptions may be made. If you think you may be eligible for additional funding, contact LHTAC to discuss prior to submitting an application.
3. If applying for a signal, a current warrant analysis must have been completed, and warrants must be met. A copy of the warrant analysis is required with the application submittal.
4. If applying for a project at the intersection of a state road, the LHJ must have contacted ITD and ITD must agree to pay their appropriate share.
5. **Applications for project with wetland impacts will be reviewed and considered.** Anticipated project impacts are to be clearly defined on the application and have a direct correlation to the safety improvement for which you applied. Wetland impacts must be less than 1/10 acre or the project will not be considered for LHSIP funding.

3. APPLICATION

3.1 FY20 LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM APPLICATION

The actual application is in Microsoft Excel and has built-in formula calculators. A copy of the form can be found online at www.lhtac.org/programs/lhsip/.

Eligible jurisdictions are not limited to the number of applications they can submit.

Please submit applications electronically by emailing the package to applications@lhtac.org. The application package should include the following:

- Application (Microsoft Excel)
- A one page project description
- A vicinity map
- [ITD 2435 Form](#)
- [ITD 1150 Form](#)
- [ITD 1983 Form](#) (if applicable)
- A completed signal warrant analysis if applying for signal work

FY 2020 Local Highway Safety Improvement Program Application

Please respond to the following questions:

Local Highway Jurisdiction:	
Contact Person:	
Mailing Address:	
Phone:	
E-Mail Address:	

- 1 Is this safety project for a single site or a systemic solution?
- 2 How many fatalities have occurred at this site/s in the past 5 years?

2

 *Fatal Crashes
- 3 How many serious (A) injury crashes have occurred at this site/s in the past 5 years?

1

 *Serious Injury Crashes
- 4 How many evident injury (B) crashes have occurred at this site/s in the past 5 years?

1

 Evident Injury Crashes
- 5 How many crashes with possible injury (C) have occurred at this site/s in the past 5 years?

1

 Possible Injury Crashes
- 6 How many crashes involved property damage only (PDO) in the past 5 years?

5

 Property Damage Only Crashes

* To be eligible, a project must have at least one Fatal or Type A Injury Accident

Select Countermeasures:

7	Countermeasure 1 (from Toolbox)	Crash Reduction Factor 1 (percentage)	Service Life 1 (years)	*Project Cost 1 (dollars + match)
	<div style="border: 1px solid black; padding: 2px;">Install Raised Median</div>	<div style="border: 1px solid black; padding: 2px;">25.00%</div>	<div style="border: 1px solid black; padding: 2px;">10</div>	<div style="border: 1px solid black; padding: 2px;">\$ 400,000</div>
8	Select Countermeasure 2 <div style="border: 1px solid black; height: 15px;"></div>	Crash Reduction Factor 2 <div style="border: 1px solid black; height: 15px;"></div>	Service Life 2 <div style="border: 1px solid black; height: 15px;"></div>	Project Cost 2 <div style="border: 1px solid black; height: 15px;"></div>
9	Select Countermeasure 3 <div style="border: 1px solid black; height: 15px;"></div>	Crash Reduction Factor 3 <div style="border: 1px solid black; height: 15px;"></div>	Service Life 3 <div style="border: 1px solid black; height: 15px;"></div>	Project Cost 3 <div style="border: 1px solid black; height: 15px;"></div>

Result: 16.9 to 1 Benefit-Cost Ratio

Estimated LHJ Cost: \$ 29,360 (7.34% Match)

* Project cost should include environmental, LHTAC, CE&I and State administrative cost. Estimated cost may be adjusted upon receipt and review of application by LHTAC staff.

Additional Questions:

Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program? Yes ☐ No ☐

Who is your point of contact for your plan?

Please Include with this Application:

- A one page project description
- A Vicinity Map with Project Area clearly marked
- An ITD 1150 Form (financial estimate)
- An ITD 1983 Form (right-of-way) if applicable
- An ITD 2435 Form (Federal-aid project request)

3.2 ITD 2435 Local Federal-Aid Project Request

Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, You are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)				Date	
Project Title (Name of Street or Road)		F.A. Route Number	Project Length	Bridge Length	
Project Limits (Local Landmarks at Each End of the Project)					
Character of Proposed Work (Mark Appropriate Items)					
Excavation	Bicycle Facilities	Utilities	Sidewalk		
Drainage	Traffic Control	Landscaping	Seal Coat		
Base	Bridge(s)	Guardrail			
Bit. Surface	Curb & Gutter	Lighting			
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)					
Preliminary Engineering (ITD 1150, Line 1) \$					
Right-of-Way (ITD 1150, Line 2) \$					
Construction (ITD 1150, Line 18) \$					
Preliminary Engineering By: Sponsor Forces Consultant					
Checklist (Provide Names, Locations, and Type of Facilities)					
Railroad Crossing					
Within 2 miles of an Airport					
Parks (City, County, State or Federal)					
Environmentally Sensitive Areas					
Federal Lands (Indian, BLM, etc.)					
Historical Sites					
Schools					
Other					
Additional Right-of-Way Required: <input type="checkbox"/> None <input type="checkbox"/> Minor (1-3 Parcels) <input type="checkbox"/> Extensive (4 or More Parcels)					
Will any Person or Business be Displaced: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly					
Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	ft
Pavement Type			Right-of-Way Width	ft	ft
Sponsor's Signature			Title		

Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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3.3 ITD 1150 (Rev. 6-17) Project Cost Summary Sheet

Round Estimate to Nearest \$1,000

Key Number	Project Number			Date
Location				District
Segment Code	Begin Mile Post	End Mile Post	Length in Miles	

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE)		
1b. Preliminary Engineering by Consultant (PEC)		
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: <u>Work</u> <u>Materials</u> <u>By State</u> <u>By Others</u>		
4. Earthwork		
5. Drainage and Minor Structures		
6. Pavement and Base		
7. Railroad Crossing: Grade/Separation Structure		
At-Grade Signals Yes No		
8. Bridges/Grade Separation Structures:		
New Structure Length/Width _____		
Location _____		
Repair/Widening/Rehabilitation Length/Width _____		
Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		
10. Construction Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		
11. Detours		
12. Landscaping		
13. Mitigation Measures		
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		
15. Cost of Constructions (Items 3 through 14)		
16. Mobilization % of Item 15		
17. Construction Engineer and Contingencies % of Items 15 and 16		
18. Total Construction Cost (15 + 16 + 17)		
19. Total Project Cost (1 + 2 + 18)		
20. Project Cost Per Mile	N/A	N/A
Prepared By: _____		

3.4 ITD 1983 (Rev. 10-15-10)
itd.idaho.gov

**Local Public Agency's Certificate Of
Completion Of Right-Of-Way Activities**
Idaho Transportation Department



Key Number	Project Number	Project Name
Local Public Agency		

Complete the applicable section below and the Certification section.

Right-of-Way is Not Required

- ☐ All work will be done within the existing right-of-way
- ☐ No utilities are involved in this project
- ☐ Utilities are impacted and agreements are in place. Number of Utilities _____

Right-of-Way is is Required

Number of ownerships acquired _____ Total amount paid
\$ _____

Number of parcels in condemnation or pending final settlement _____

Number of Relocations _____

- ☐ No utilities are involved in this project
- ☐ Utilities are impacted and agreements are in place. Number of Utilities _____

Certification

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed \$5,000.00.

Agency Contact's Name (Printed)	Phone Number	E-Mail Address	
Attester's Signature (Clerk or Secretary)	Date	Chairman, President, or Mayor's Signature	Date

4. ADJUSTMENTS AND DISTRIBUTION

4.1 PROJECT ADJUSTMENTS

LHTAC staff will review each application for accuracy. This will include crashes used on the application as well as cost estimates. Please note that project cost estimates should account for Environmental, LHTAC, CE&I and ITD cost. If staff feels that adjustments should be made, they will coordinate with the LHJ for approval. The adjusted applications will be ranked.

4.2 DISTRIBUTION

All awarded applications are considered public information and may be distributed.

Final Note:

Submission of an LHSIP application by a local highway jurisdiction represents acknowledgment and acceptance of terms and conditions indicated in the application instructions.

Select a District and Jurisdiction

District 1

Sandpoint

Crash Filters (Set)

About Contact Us Need Help?

Crash Statistics - click to download

Clear Crash Selections

Local + State Crashes : 676

Local : 413

Shown on Map : 90

Selected: 0

Highlighted: 0

Jurisdictions

Crash Locations

Property Damage (local)

C Injury (local)

B Injury (local)

A Injury (local)

Fatality (local)

Property Damage (state)

C Injury (state)

B Injury (state)

A Injury (state)

Fatality (state)

Idaho Local Road Crash Data 2011-2016 for Sandpoint

Click to Pan

Click to Draw



Cedar St



Hailey St

